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NIV
NATIONAL INSTITUTE
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(पूर्व आंत्र - विषाणु अनुसंधान केंद्र)
भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
ICMR- NATIONAL INSTITUTE OF VIROLOGY, MUMBAI UNIT
(Formerly Enterovirus Research Centre)
Indian Council of Medical Research
Department of Health Research
Ministry of Health & Family Welfare, Govt. of India

ICMR-NIVMU/WHO-NPSP-AMC/2026-27/09

08.04.2026

TENDER ENQUIRY

Sealed quotations are invited on behalf of The Officer-In-Charge, ICMR-National Institute of Virology, Mumbai Unit for services of the equipment(s) mentioned below.

| Sr. No. | Particulars | Remarks |
|----------------|---|---------------------------|
| 1. | Tapstation Property no.: WHO/G/NIVMU/A-1125(1) Model no.: Tapstation 4200 Serial no.: DEDAC00878 | Scope of work is attached |

The quotation superscribe as “**Quotation for AMC of Tapstation**”, addressed to **The Officer In-Charge, ICMR - National Institute of Virology, Haffkine Institute Compound, Acharya Dondhe Marg, Parel Mumbai – 400012 (Attention: Section Officer-Purchase/Stores)** should be dropped at the Admin Department and sent through by Speed post / courier (with signature & seal in company letter head) latest by **14.04.2026 till 3.00P.M**

OTHER TERMS & CONDITIONS

1. This is a tender enquiry and must not be treated as an order.
2. The period of Contract under the scope of work shall be normally for a period of one year from the date of signing contract and commencement of services. This period may be extended / curtailed without assigning any reason or giving prior notice.
3. The rate quoted shall be **valid for a period of one year from the date of signing the contract.**
4. In case of breach of any terms and conditions, the Competent Authority will have the right to accept or reject any or all applicants without assigning any reasons.
5. Any decision taken by the Competent Authority, NIV at any point of time in connections with this process shall be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.
6. Requirement of AMC service quantity will either increase or decrease. Final requirement will be mentioned in the purchase order issued to the firm.

7. **Validity of the quotation:** Minimum 180 days validity from the date of quote to be provided.
8. **Eligibility:** The Bidder must be a Manufacturer or its authorized Agent.
9. **One Bid per Bidder:** A firm shall submit only one bid either individually or as a partner of a joint venture. A firm that submits either individually or, as a member of a joint venture, more than one bid will cause all the proposals with the firm's participation to be disqualified.
10. You are requested to kindly submit your detailed quote inclusive of all breakups with discounts and all applicable taxes, duties etc., complete address of your OEM.
11. The prices shall be quoted in Indian Rupees only.
12. **Manufacturer Authorization:** Wherever Authorized Distributors/service providers are submitting the bid, Authorization Form/Certificate with OEM/Original Service Provider details such as name, designation, address email id and Phone number required to be furnished along with the bid.
13. **Payment Terms:** 50% payment shall be made after six monthly completion service report may please be forwarded to this Office with a copy to the user department, after completion of the last servicing, however, well before expiry of the contract and certifying that the equipment have been serviced as per the terms and conditions of the contract.
14. ICMR-NIV will not be responsible for any delay for receipt of quotations.
15. Service tax will be applicable as per the latest GoI notification.
16. **Emergency Call:** Emergency unlimited breakdown calls from the user department should be attended immediately, however, not later than 24 hours and at no extra cost.
17. **Site Visit** The vendors shall have to visit the site to asses & comprehend the scope of work, and the same will be arranged by the undersigned. Vendors must have the previous experience in the similar nature of work along with quality assurance plan, and should provide documentary evidence for the same while requesting for the site visit. The site visit shall be cleared only after verifying the credentials of the vendor. The quotations submitted without documentary evidences of experience will not be considered.


SECTION OFFICER

Following points will be checked, verified and noted during the PM visit by service person:

Inspection of the installation area for-

- Cleanliness
- Dust free atmosphere
- Temperature
- Humidity
- Air currents
- Equipment is not exposed to sunlight
- 5 to 20 cm free space on the sides and back of the equipment
- A firm, levelled table capable of supporting the equipment is available
- The electrical outlet feeding is not more than 1.5 m away from the equipment

Physical inspection:

- Internal, external integrity and the cleanliness of the equipment
- Fan/Blowers
- Latch Assembly
- Belts
- Brushes
- Gauge and Valves
- Condenser and Filter
- Equipment door/Sash
- Door Hinges and gaskets
- State of filters and pre-filters

Electrical inspection:

- The electrical connection supply of 220-240 V, 50/60 Hz and have ground connection.
- connection cables
- Batteries (if applicable)
- Check that an indicator screen and alarms are functioning normally
- Verify that all the buttons and display is working fine
- Check control buttons, HMI screen, casing, and LCD display for any cracks, loss of functionality and responsiveness.
- Motor/ventilator
- Illumination – Fluorescent
- Illumination – Ultraviolet
- Switches
- Drive Current
- Temperature Control
- Speed Control

- Switches/Relays
- Timer